



## City of RANCHO PALOS VERDES

Community Development Department

30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275

Phone: (310) 544-5228 Fax: (310) 544-5293

[www.palosverdes.com/rpv](http://www.palosverdes.com/rpv)

### RESIDENTIAL DEVELOPMENT SUBMITTAL CHECKLIST

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#### REQUIRED Application Items:

- \_\_\_\_\_ 1 copy of the Residential Planning Application (signed by the Landowner).
- \_\_\_\_\_ Development Plans (3 full sized complete sets).
  - ☐ Cover sheet with a detailed project description, including an existing & proposed square footage calculation (for main structure, garage, and any accessory structures), lot coverage calculation, linear wall demolition calculation, grading quantities (cut/fill depth & cubic yardage), etc.
  - ☐ Site plan that accurately depicts lot dimensions, property lines, the street right-of-way, driveway location, impervious surfaces, parking areas, and easements on the lot to scale. The plans must indicate the location and dimensions of all existing and proposed structures and the distance structures are from property lines.
  - ☐ Topography of the lot with either elevation call outs or topographic contours. Call out all slopes that are 35% grade or steeper and the distance all proposed structures are from any slope that is equal or steeper than 50% grade.
  - ☐ Existing and proposed floor plan.
  - ☐ Existing and proposed roof plan.
  - ☐ Elevation drawings illustrating the maximum height of the proposed structure as measured from the highest point of the existing grade covered by the structure to the ridge as well as the maximum height of the proposed structure measured from the finished grade adjacent to the lowest foundation to the roof ridge.
  - ☐ Existing and Proposed ridge height elevations and lowest finished floor and grade elevations.
- \_\_\_\_\_ 1 complete set of above drawings reduced to 8-1/2" x 11".
- \_\_\_\_\_ **Neighborhood Compatibility Analysis** *(If Applicable)*.
  - ☐ Silhouette Certification Form accompanied by a silhouette plan (see attached guidelines).
  - ☐ 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

\_\_\_\_\_ **Height Variation Permit**

- ☐ Early Neighbor Consultation Form(s).
- ☐ Silhouette Certification Form accompanied by a silhouette plan (see attached guidelines).
- ☐ 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).
- ☐ 1 complete set of development plans in an electronic format for projects that require public hearing.

\_\_\_\_\_ **Grading Permit**

- ☐ Grading plans that accurately (and to scale) identify contours (1 foot contour lines are preferred) of existing topographic conditions as well as finished contours of all proposed grading. Site plan shall be signed by a registered professional engineer or architect.
- ☐ Highest/greatest point cross sections of retaining walls as well as cut/fill slopes. Please provide top of wall and bottom of wall call-outs as applicable.
- ☐ 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).
- ☐ 1 complete set of development plans in an electronic format for projects that require public hearing (PDF Preferred).

\_\_\_\_\_ **Extreme Slope Permit**

- ☐ 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

\_\_\_\_\_ **Fence, Wall, and Hedge Permit**

- ☐ Elevation displaying side view of fence, wall or hedge, with all heights and construction materials clearly labeled.
- ☐ Indicate topography of the lot and include a section identifying the relationship between the subject lot and adjacent lot.
- ☐ 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).

\_\_\_\_\_ **Minor Exception Permit**

- ☐ A written explanation detailing the basis for granting a Minor Exception Permit (see RPVMC 17.66.050.A).
- ☐ 2 sets of Mailing Labels, Radius Map and signed Certification Form for adjacent properties only (see attached guidelines).

\_\_\_\_\_ **Variance Permit**

- ☐ Burden of Proof Statements, explaining the basis for granting a Variance (see RPVMC 17.64.050).
- ☐ 2 sets of Mailing Labels, 500' Radius Map, and a signed Certification Form (see attached guidelines).
- ☐ 1 complete set of development plans in an electronic format (PDF Preferred).

\_\_\_\_\_ **Coastal Permit**

- ☐ A completed copy of the "Storm Water Planning Program Priority Project Checklist" form.
- ☐ 2 sets of Mailing Labels, 100' Radius Map (500' Radius Map for Planning commission review), and a signed Certification Form (see attached guidelines).
- ☐ 1 complete set of development plans in an electronic format (PDF Preferred).

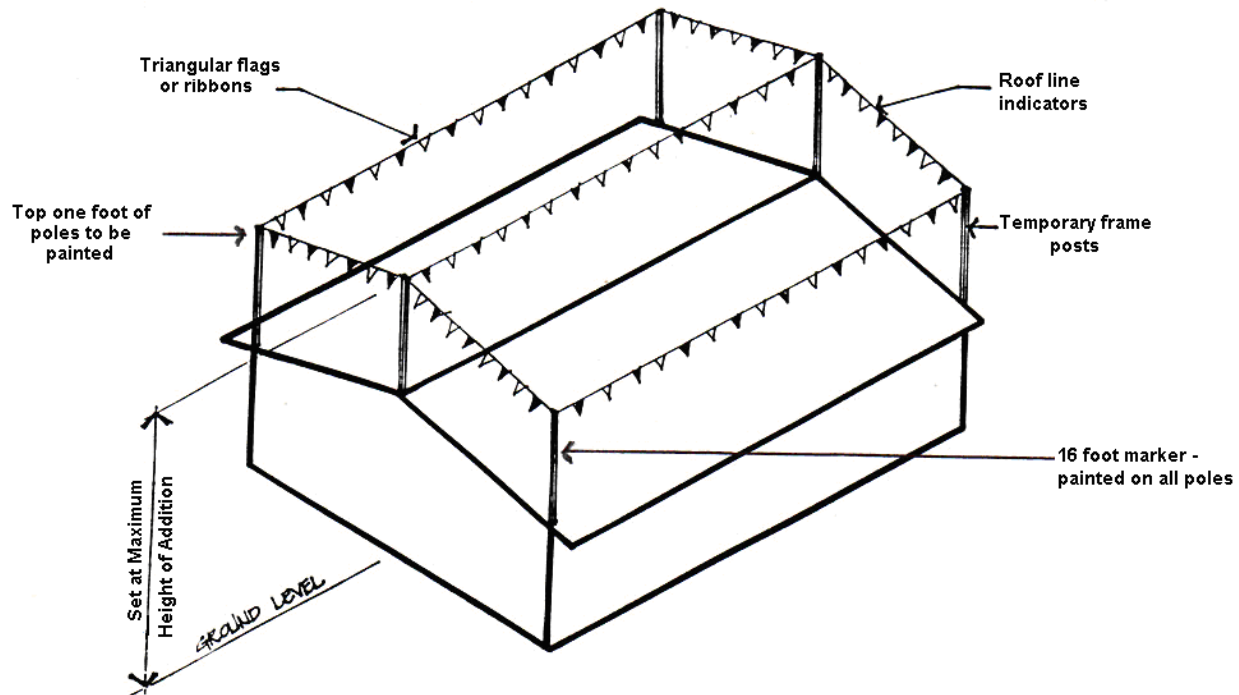
\_\_\_\_\_ Applicable fees.

Note: Plans must be individually folded by the applicant to a maximum 8 1/2" x 11" size. Upon further review of your project by your assigned planner additional information or special studies may be required to augment the submitted materials. Additional copies of some documents may be required for public hearings.

## SILHOUETTE CONSTRUCTION CRITERIA

If a residential development project requires a Height Variation application or a Neighborhood Compatibility analysis, the property owner/applicant will be required to construct a certified silhouette that depicts the proposed project. In order to minimize costs involved in constructing a silhouette, it is advised that the silhouette not be constructed until directed to do so by the case planner. It is important to note that a residential development project that requires a silhouette will not be deemed “complete” for processing without required certification of the silhouette by a licensed land surveyor or a licensed engineer.

**PLEASE FOLLOW THESE DIRECTIONS EXACTLY**



1. The temporary silhouette shall, at a minimum, consist of wood posts (or other sturdy and rigid material - 2" x 4"s are typical) at all corners of the structure(s) and/or main building masses and at either end of all proposed ridgelines, with a taut rope (of ½" diameter), marked by **triangular flagging or ribbons** connecting the posts (see above diagram). If ribbons are used, the ribbons should be bright colored at a minimum width of 3-inches and should be affixed to string at 12-inch increments.
2. The top one foot of the posts shall be **painted red or orange** to better demarcate the height of the proposed structure in photo analyses. If the project proposes to exceed the "by-right" height limit of the underlying zoning designation for the property, a similar mark shall be placed using a different, but equally visible, color on the posts at the "by-right" height limit, as measured pursuant to the City's code. Please consult with your case planner regarding the applicable method for determining the "by-right" height limit for your project.

3. The applicant shall, at the time of submittal of an application to the City, sign a waiver (see project application) which absolves the City of any liability associated with construction of, or damage by, the temporary silhouette. **The applicant shall not construct the temporary silhouette until and the waiver form is submitted to the City.** The applicant shall notify the case planner when the silhouette is in place.
4. Once the project silhouette is constructed, a licensed engineer or architect shall certify that the silhouette accurately depicts the location and height (including the color demarcation on the silhouette posts) of the proposed development. (see attached certification form). **A project will not be deemed “complete” for processing without the required certification.**
5. The Silhouette Certification Form **shall be accompanied by a site plan** that identifies the location of the silhouette posts, the existing grade elevation call-outs for the base of the posts (if posts touch existing grade), and the elevation call-outs for the top of the posts. If the silhouette is constructed entirely above an existing structure so that the posts supporting the silhouette do not touch existing grade, then the site plan must include the existing grade elevation closest to the existing structure and the supporting silhouette posts.
6. City Staff will conduct a site inspection to review the adequacy of the silhouette’s depiction of the proposed project. Adequacy will be based on an accurate depiction of the proposed project’s envelope, accurate delineation of ridgelines, and the proper flagging.
7. **The silhouette must remain in place and be maintained in good condition throughout the required notice period for the Height Variation application or the Neighborhood Compatibility analysis process, the decision process and, if necessary, any appeal periods.** The frame may not be removed until the City’s appeal process has been exhausted and a final decision has been rendered. **The applicant must remove the frame within seven (7) days after a final decision has been rendered and the City’s appeal process has been exhausted.**

**SEE NEXT PAGE FOR SILHOUETTE CERTIFICATION FORM**



## **SILHOUETTE CERTIFICATION FORM**

**THIS CERTIFICATION FORM MUST BE COMPLETED BY A LICENSED LAND SURVEYOR OR A LICENSED ENGINEER. THIS FORM MUST BEAR AN ORIGINAL WET STAMP AND SIGNATURE IN ORDER TO BE VALID. THIS FORM MUST ALSO BE ACCOMPANIED BY A SITE PLAN THAT IDENTIFIES THE LOCATION OF THE SILHOUETTE POSTS, THE EXISTING GRADE OR SUPPORTING STRUCTURE ELEVATION CALL-OUTS AT THE BASE OF THE POSTS, AND THE ELEVATION CALL-OUTS FOR THE TOP OF THE POSTS. ANY MISSING INFORMATION WILL RENDER THE SUBJECT APPLICATION "INCOMPLETE" FOR PROCESSING.**

I have measured the location and height (including the color demarcation) of the silhouette posts located at the project site (address) \_\_\_\_\_  
\_\_\_\_\_ on (date) \_\_\_\_\_ and I have found  
that the project silhouette accurately depicts the location and height (including the color demarcation) of the proposed structure presented on the architectural plans prepared by (name of architectural firm) \_\_\_\_\_ on  
(date) \_\_\_\_\_ for the proposed project currently being considered by the City of Rancho Palos Verdes (Planning Case No. \_\_\_\_\_).

**Signature** \_\_\_\_\_

**LS/RCE** \_\_\_\_\_

**Date** \_\_\_\_\_

Revised: June 3, 2011

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## CITY OF RANCHO PALOS VERDES INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

### VICINITY MAP

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

### PROPERTY OWNERS MAILING LIST

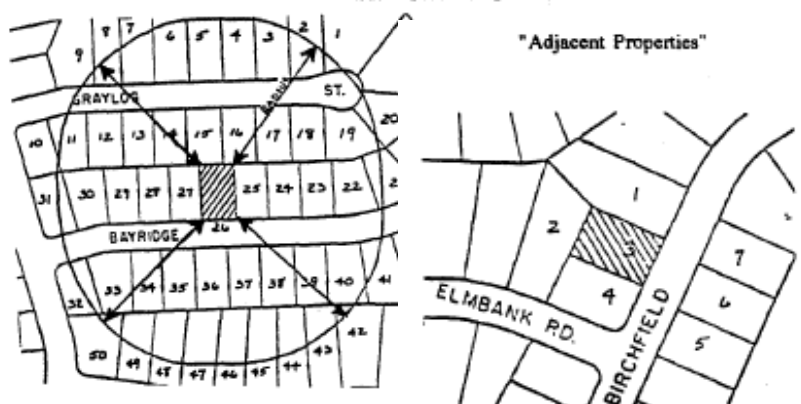
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

### **SAMPLE MAILING LABELS**

Assigned Lot I.D. Number  
Property Owner Name  
Address  
City, State, Zip Code

1	2
Harold Jackson	Malcolm Hill
773 Graylog	4117 Greenwood Meadow
RPV, CA 90275	Torrance, CA 90503

### **SAMPLE VICINITY MAPS**



## CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

Application(s) \_\_\_\_\_

Applicant Name \_\_\_\_\_

Subject Property Address \_\_\_\_\_

Notice Radius Required \_\_\_\_\_

Number of property owners to be notified \_\_\_\_\_

*I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within \_\_\_\_\_ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.*

\_\_\_\_\_  
Property Owner (Applicant) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)



***Map Makers and Ownership Listing Services  
that may prepare radius maps and mailing lists***

G.C. Mapping  
711 Mission St., Suite D  
So. Pasadena, CA 91030  
(626) 441-1080  
Attn: Gilbert Castro

JPL Zoning Services, Inc.  
6263 Van Nuys Blvd.  
Van Nuys, CA 91401-2711  
(818) 781-0016  
(818) 781-0929 (FAX)  
Attn: Maria Falasca

Kimberly Wendell  
P.O. Box 264  
Los Alamitos, CA 90720  
(562) 431-9634  
(562) 431-9634 (FAX)

Nieves & Associates  
115 So. Juanita Ave.  
Redondo Beach, CA 90277  
(310) 543-3090

NotificationMaps.com  
23412 Moulton Parkway, Ste. 140  
Laguna Hills, CA 92653  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)  
Attn: Martin Parker

Srour & Associates, LLC  
1001 Sixth Street, Suite 110  
Manhattan Beach, CA 90266  
(310) 372-8433  
Attn: Elizabeth Srour

Susan W. Case  
917 Glenneyre St., Ste. 7  
Laguna Beach, CA 92651  
(949) 494-6105  
(949) 494-7418

T-Square Mapping Service  
969 So. Raymond Ave., Floor 2  
Pasadena, CA 91105  
(626) 403-1803  
(626) 403-2972 (FAX)  
Attn: Darla Hammond

Robert Vargo  
5147 W. Rosecrans  
Hawthorne, CA 90250  
(310) 973-4619

City Radius Maps  
300 E. Bonita #3641  
San Dimas, CA 91773  
(818) 850-3382  
Attn: Robert Simpson